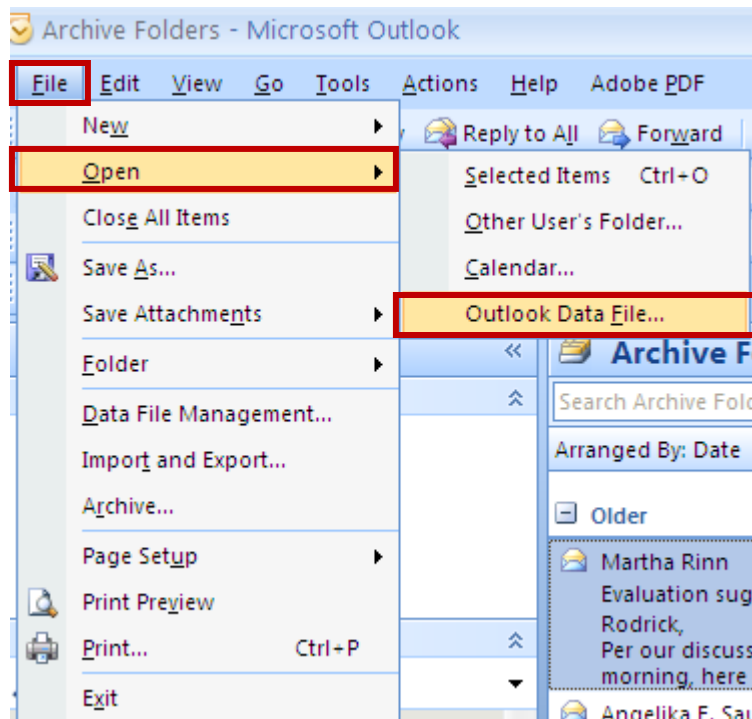
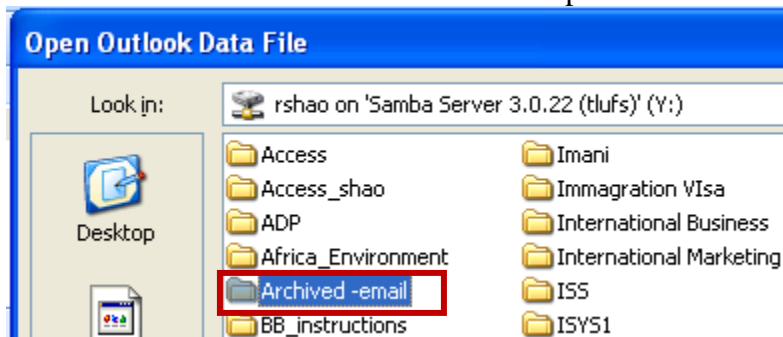


Retrieving Outlook Archived e-mails

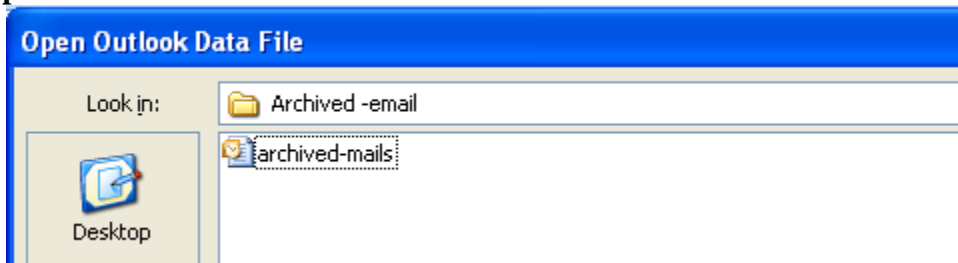
1. Open your Outlook Application > Click **File** > **Open** > **Outlook Data File**



2. Navigate to the Folder containing your Archived e-mails. Mine is in my **Y** drive. I had created a folder called **Archived -email**. Open the folder....(see step 3)



3. Open the Folder to see your archived file. My file is named **archived-mails**. The file is in **pst** format.



4. Select the file and click **OK** to view your archived e-mails.

